



1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call of Council Members**
4. **Authorization to Excuse Councilmembers from the Meeting**
5. **Approval of Agenda**
6. **Consent Agenda Items** (Roll Call Vote)  
 Consent agenda items can be adopted by a simple motion. Any consent agenda item may be removed at the request of a Council Member.
  - a. Approval of **Regular Meeting** minutes for **04/21/25**
  - b. Approval of **General Checking Accounts Payable & Payroll** for **04/29/25** for **\$303,938.94**
  - c. Approval of **Roads Accounts Payable & Payroll** for **04/29/25** for **\$3,850.00**
7. **Comments/Concerns from the Audience/Public\***  
 Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. A limit of three (3) minutes per speaker is in effect.
8. **Regular Business** (Resolutions, Proclamations, Department Head Reports, and Presentations)
  - a. **Presentation**
    - i) **Abonmarche Update**
      - Engineer of Record ..... Abonmarche Representative
9. **Unfinished Business/Postponed Items**
  - a. City Council Budget Workshop #3 Reminder: 05/12/25 @ 3PM ..... Mayor Farmer
  - b. Bangor Transfer Station Update ..... City Manager Weber
  - c. New Police Vehicle Update ..... City Manager Weber
10. **New Business**
  - a. Cash Handling Policy 2025-05 ..... City Treasurer Cagle
11. **Comments/Concerns from the Audience/Public\***  
 Persons addressing City Council are to wait until they are recognized by the Mayor/Chair. A limit of three (3) minutes per speaker is in effect.
12. **Councilmember Closing Comments**
13. **Adjournment**

UPCOMING MEETINGS – MAY 2025 (All meetings at City Hall 257 W Monroe St, unless otherwise indicated)		
Planning Commission	Regular Meeting 05/08 @ 7PM	Second Thursday of the Month
City Council	Budget Workshop 05/12 @ 3PM	As-Needed (Mar-May)
Parks & Recreation Advisory Board	Regular Meeting 05/13 @ 5PM (Rescheduled from 05/06)	First Tuesday of the Month
Economic Development Corporation (EDC)	Regular Meeting 05/15 @ 6PM	Third Thursday of the Month (Mar-Nov)
City Council	Regular Meeting 05/19 @ 7PM	1 <sup>st</sup> & 3 <sup>rd</sup> Monday of the Month
Downtown Development Authority (DDA)	Regular Meeting 05/20 @ 7PM	Third Tuesday of the Month
Cemetery Committee	Regular Meeting 05/26 @ 7PM (at 417 W Arlington St)	Fourth Monday of the Month (Apr-Oct)

Meetings usually start promptly at the time indicated. Doors will be opened at 6:45 PM for City Council meetings. Door open times for the other boards/committees are based on the chair's decision on when to open the door.

**Agenda items might be added or removed as necessary after publication deadline**

\*The purpose of the public comment periods are for members of the public to inform the council of their views. Traditionally, Council does not respond to comments made at the meeting; however, the Mayor or City Manager may direct staff to follow up with the speaker as appropriate. Public and council comments are not required to be recorded. "Meeting Minutes are a record of what was done, not what was said" - Roberts Rules of Order Newly Revised (RONR)



# CITY OF BANGOR

## BANGOR CITY COUNCIL

APRIL 21, 2025

### MEETING MINUTES

**Council Chambers**

**Regular Meeting**

**7:00PM**

**257 W MONROE ST  
BANGOR, MI 49013**

1. **This meeting was called to order by Mayor Farmer at 7:00 pm.**
2. **PLEDGE OF ALLEGIANCE IS LED BY COUNCILMEMBER GARCIA AND RECITED BY ALL PRESENT**
3. **ATTENDANCE/ROLL CALL**

Attendee Name	Title	Status	
		Present	Absent
Lynne Farmer	Mayor	<b>X</b>	
Pati Martinez-Serratos	Mayor Pro Tem		<b>X</b>
Heléne Rivers	Councilmember	<b>X</b>	
Jeremy Uplinger	Councilmember	<b>X</b>	
Jerry Muenzer	Councilmember	<b>X</b>	
Amber Garcia	Councilmember	<b>X</b>	
Darla McCrumb	Councilmember		<b>X</b>
<b>QUORUM MET (5 PRESENT)</b>			

#### OTHERS PRESENT

Scott Graham, City Attorney  
 Justin Weber, City Manager  
 Shelly Umbanhowar, Clerk  
 Stephenie Cagle, Treasurer  
 Steve Lowder, DPW Director

Paul Leonard, Police Officer  
 Derek Babcock, Fire Chief  
 Tyler Kendegran, Police Officer  
 Approximately 8 members of the public

4. **AUTHORIZATION TO EXCUSE ABSENT COUNCILMEMBER(S) FROM THE MEETING**

<b>Motion to excuse the absence of Councilmember McCrumb from meeting.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Amber Garcia, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

5. **APPROVAL OF REGULAR AGENDA**

<b>Motion to accept Regular Meeting 04/21/25 Agenda with the addition of New Business, 10 g. City of Bangor Policy.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jeremy Uplinger, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

6. APPROVAL OF CONSENT AGENDA

a. Consent Agenda

<b>Motion to accept Consent Agenda items:</b> Regular Meeting Minutes <b>04/07/25</b> , and Budget Workshop Meeting Minutes <b>04/14/25</b> , Accounts Payable/Payroll: General Checking in the amount of <b>\$94,486.40</b> , Roads Checking in the amount of <b>\$67.14</b> , and T&A2 Checking in the amount of <b>\$13,089.61</b> .	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia, Uplinger ( <i>Roll Call</i> )
<b>NAYS:</b>	None
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

7. OPPORTUNITY FOR PUBLIC COMMENT

No public comments were made.

8. REGULAR BUSINESS

a. Department Head Reports

Department Head and Commission & Boards Reports (*DPW, Police, Fire, Clerk, Treasurer, Planning, EDC, DDA, Senior Services of Van Buren County, Bangor Housing*) were given.

9. UNFINISHED BUSINESS/POSTPONED ITEMS

a. City Council Budget Workshop #3 and Final Workshop – Reminder.

Next workshop is Monday, May 12, 2025 @ 3PM at 257 W Monroe St.

10. NEW BUSINESS

a. Approve Appointment - Dave McCarty to DDA.

<b>Motion to accept the appointment of Dave McCarty to the DDA.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

b. Approve Removal – Scott Millin from Parks & Recreation Advisory Board.

<b>Motion to accept the removal of Scott Millin from the Parks &amp; Recreation Advisory Board due to lack of attendance.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Jerry Muenzer, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia, Uplinger
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

c. Approve Appointment – Stewart Rissley to Board of Review.

<b>Motion to accept the appointment of Stewart Rissley to the Board of Review.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Amber Garcia, Councilmember
<b>SECONDER:</b>	Jeremy Uplinger, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia, Uplinger
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

d. **Adopt Utility Bill Adjustment Policy 2025-03.**

<b>Motion to adopt Utility Bill Adjustment Policy 2025-03.</b>	
<b>RESULT:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Amber Garcia, Councilmember
<b>SECONDER:</b>	Jerry Meunzer, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia, Uplinger
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

e. **Authorization to Purchase New Police Vehicle.**

<b>Motion to authorize City Manager Weber to purchase a new 2025 Ford police vehicle.</b>	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Amber Garcia, Councilmember
<b>SECONDER:</b>	Heléne Rivers, Councilmember
<b>AYES:</b>	Rivers, Muenzer, Farmer, Garcia, Uplinger <i>(Roll Call)</i>
<b>NAYS:</b>	None
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

f. **DDA Proposed Logo.**

<b>Motion to approve DDA selection of Logo #3 as presented by Blue Fire Media.</b>	
<b>RESULT:</b>	<b>APPROVED (4 YES, 1 NO, 2 ABSENT)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Amber Garcia, Councilmember
<b>AYES:</b>	Rivers, Farmer, Garcia, Uplinger <i>(Roll Call)</i>
<b>NAYS:</b>	Jerry Muenzer, Councilmember
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

g. **Statements: Policy Regarding Action Against Defamatory Statements and Michigan Incompatible Offices Act.**

<b>Motion to Post Policy Regarding Action Against Defamatory Statements to Website and distribute to those who request it.</b>	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Amber Garcia, Councilmember
<b>AYES:</b>	Rivers, Farmer, Garcia, Uplinger, Muenzer <i>(Roll Call)</i>
<b>NAYS:</b>	None
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

<b>Motion to Post Statement Regarding Michigan Incompatible Offices Act to Website and distribute to those who request it.</b>	
<b>RESULT:</b>	<b>APPROVED (5 YES, 2 ABSENT)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Amber Garcia, Councilmember
<b>AYES:</b>	Rivers, Farmer, Garcia, Uplinger, Muenzer <i>(Roll Call)</i>
<b>NAYS:</b>	None
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

11. OPPORTUNITY FOR PUBLIC COMMENT

Public comments were heard.

12. COUNCILMEMBER CLOSING COMMENTS

Councilmember comments were heard.

13. ADJOURNMENT

<b>Motion to adjourn at 8:20 PM.</b>	
<b>RESULTS:</b>	<b>CARRIED (UNANIMOUS)</b>
<b>MOVER:</b>	Heléne Rivers, Councilmember
<b>SECONDER:</b>	Amber Garcia, Councilmember
<b>ABSENT:</b>	Darla McCrumb, Councilmember & Pati Martinez-Serratos, Mayor Pro Tem

\_\_\_\_\_  
Shelly Umbanhowar, City Clerk

\_\_\_\_\_  
Mayor Lynne Farmer

**CERTIFICATION**

I, **Shelly Umbanhowar**, the duly appointed Clerk for the City of Bangor, do hereby certify that this is a true and exact copy of the minutes from the **Regular Meeting held on Monday, April 21, 2025**. These minutes were **approved by the City Council on Monday, May 6<sup>th</sup>, 2025**, by unanimous vote. The original is on file at the Bangor City Hall, 257 W. Monroe Street, Bangor, Michigan 49013.

\_\_\_\_\_  
Shelly Umbanhowar, City Clerk



**BANGOR, MI**  
**TRAIN CITY USA**  
GATEWAY TO THE LAKE

**CITY COUNCIL**

**AGENDA FACT SHEET**

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, City Clerk

**CC:** Stephenie Cagle, Treasurer; Shelly Umbanhowar, Clerk

**Subject:** Accounts Payable and Payroll

**Date:** 04/29/25

**Recommended Action:**

**GENERAL CHECKING** - Treasurer recommends City Council approval of the following:

- **Bill List** for 04/29/25                   **(35 items)**                   in the amount of                   **\$171,667.99.**
- **ACH/EFT Transactions**               **(7 items)**                   in the amount of                   **\$34,330.42.**
- **Payroll**                                       **(1 item)**                   in the amount of                   **\$45,456.03.**
- **Checks In Between**                   **(3 items)**                   in the amount of                   **\$52,484.50.**
  - For a **grand total** amount of **\$303,938.94** from the **GCK-2** account.

<b>• TOTAL AMOUNT OF <u>GCK-2</u> BILLS LIST &amp; PAYROLL</b>	<b>\$303,938.94</b>
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**ROADS** - Treasurer recommends City Council approval of the following:

- **Bill List** for 04/29/25                   **(1 item)**                   in the amount of                   **\$3,850.00.**
  - For a **grand total** amount of **\$3,850.00** from the **T&A2** account.

<b>• TOTAL AMOUNT OF <u>ROADS</u> BILLS LIST</b>	<b><u>\$3,850.00</u></b>
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**Council Action:**

For Action

**Summary:**

See GCK-2 and ROADS Invoice approval lists.

04/29/2025 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF BANGOR  
 EXP CHECK RUN DATES 05/06/2025 - 05/06/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GCK-2 - CHECK TYPE: PAPER CHECK/EFT/ACH/CHECKS IN BETWEEN/PAYROLL

Vendor Code	Vendor Name	Invoice	Description	Amount
<b>PAPER CHECKS</b>				
STORY, ANG	ANGELA J. STORY	04202025	MONTHLY ASSESSING FEE - APRIL 2025	1,333.33
TOTAL FOR: ANGELA J. STORY				1,333.33
AUTO	AUTO-WARES GROUP	03780216071	WELL #5 - CUT GRASS BRUSH CHOPPER	22.79
TOTAL FOR: AUTO-WARES GROUP				22.79
BSA	BS&A SOFTWARE	159582	ANNUAL 05/01/25-05/01/26 CEMETERY, WORK ORDER, AP, ASSESSING, GENERAL LEDGER, PAYROLL, UB	4,982.00
TOTAL FOR: BS&A SOFTWARE				4,982.00
CINTAS	CINTAS CORPORATION #301	42278555598	DPW UNIFORMS	69.16
		4228563350	DPW UNIFORMS	69.16
TOTAL FOR: CINTAS CORPORATION #301				138.32
DANSAUTO	DAN'S AUTOMOTIVE	1010706	DPW OIL CHANGE	86.43
		1010707	DPW OIL CHANGE	64.09
		1010727	CAR #54 - INTAKE MANIFOLD ASSEMBLY & GASKETS, TUBE, COOLANT	602.50
TOTAL FOR: DAN'S AUTOMOTIVE				753.02
DELTA	DELTA DENTAL OF MICHIGAN	RIS0006343939	DENTAL INSURANCE - MAY 2025	1,464.73
TOTAL FOR: DELTA DENTAL OF MICHIGAN				1,464.73
DIGICOM	DIGICOM GLOBAL INC	9223	POLICE - REPLACEMENT SPEAKERS FOR RADIOS	202.55
TOTAL FOR: DIGICOM GLOBAL INC				202.55
ELHORN	ELHORN ENGINEERING COMPANY	306333	WATER TREATMENT SUPPLIES	1,265.04
TOTAL FOR: ELHORN ENGINEERING COMPANY				1,265.04

**PAGE 1 TOTAL 10,161.78**

FLEETWOODS	FLEETWOODS MECHANICAL SERVICES		
	38849044123	2024 CITY HALL AC/HEATING CHECK	110.00
TOTAL FOR: FLEETWOODS MECHANICAL SERVICES			110.00
HARRIS CON	HARRIS CONAG, LLC		
	NO. 2	PAYMENT NO 2 - 2025 TMF POTHOLOG PROJECT - SERVICES 03/29-04/25/25	140,755.52
TOTAL FOR: HARRIS CONAG, LLC			140,755.52
INTEGRITY	INTEGRITY TECH PARTNERS		
	12628	MONTHLY PROJECT LABOR - IT SERVICES CITY HALL, POLICE, DPW	1,490.04
	12701	REMOTE SUPPORT - POLICE	75.00
	12827	LIVE STREAM - CITY COUNCIL MEETINGS EQUIPMENT	3,129.63
	13159	MICROSOFT WINDOWS 11 LICENSE	396.44
TOTAL FOR: INTEGRITY TECH PARTNERS			5,091.11
MCCLLOUD	MCCLLOUD SERVICES		
	49075908	MARCH 2025 DPW PEST CONTROL	104.84
TOTAL FOR: MCCLLOUD SERVICES			104.84
MMTA	MI MUNICIPAL TREASURERS ASSOCIATION		
	12201	TREASURER - 2025 ADVANCED INSTITUTE FULL CONFERENCE	379.00
TOTAL FOR: MI MUNICIPAL TREASURERS ASSOCIATION			379.00
NYE	NYE UNIFORM		
	909365A	UNIFORMS - CODE ENF	442.95
TOTAL FOR: NYE UNIFORM			442.95
PRIORITY	PRIORITY HEALTH		
	251060024782	HEALTH INSURANCE - MAY 2025	13,140.24
TOTAL FOR: PRIORITY HEALTH			13,140.24
RATHCO	RATHCO SAFETY AND SUPPLY CO		
	184338	3: X 1000' CAUTION TAPE - DPW	40.00
TOTAL FOR: RATHCO SAFETY AND SUPPLY CO			40.00
SPECTRUM	SPRCTRUM PRINTERS, INC		
	85123	ICX-VAT BLANK BALLOT STOCK WITH STUBS	35.10
TOTAL FOR: SPRCTRUM PRINTERS, INC			35.10
STANDARD	STANDARD INSURANCE COMPANY		
	050125	MAY 2025 LIFE INSURANCE	151.04
TOTAL FOR: STANDARD INSURANCE COMPANY			151.04

TRACE	TRACE ANALYTICAL LABORATORIES, INC		
	5040513	DRINKING WATER REQ	124.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC			124.00

USABLUE	USA BLUEBOOK		
	INV00675146	WATER TREATMENT SUPPLIES	321.76
TOTAL FOR: USA BLUEBOOK			321.76

VERIZWIRE	VERIZON WIRELESS		
	6110691318	DPW, POLICE, CODE ENF - ON DUTY CELL PHONES, WIFI HOTSPOT - CODE ENF - MAY 2025	171.08
TOTAL FOR: VERIZON WIRELESS			171.08

PP VILLAGE	VILLAGE OF PAW PAW		
	FEBRUARY-25	LAB ANALYSIS FEBRUARY 2025	60.00
TOTAL FOR: VILLAGE OF PAW PAW			60.00

VSP	VISION SERVICE PLAN		
	822681837	VISION INSURANCE - MAY 2025	300.57
TOTAL FOR: VISION SERVICE PLAN			300.57

WALT DEVIS	WALTER L. DEVISSER		
	APRIL 2025	MECHANICAL PERMITS MONTH OF APRIL 2025	279.00
TOTAL FOR: WALTER L. DEVISSER			279.00

<b>TOTAL - ALL PAPER CHECKS</b>	<b>171,667.99</b>
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<b>EFT/ACH TRANSACTIONS</b>
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COMCAST	COMCAST		
	0013411.040825	DPW 04/21-05/20/25 INTERNET	160.95
	0022578.041425	PARK ST LIFT INTERNET 04/28-05/27/25	53.85
	0030183.041225	CITY HALL 04/16-05/15/25 INTERNET	374.13
	0030191.041225	POLICE STATION INTERNET 04/16-05/15/25	397.23
TOTAL FOR: COMCAST			986.16

CONSUMERS	CONSUMERS ENERGY		
	050925.8270	WELL #9 03/18-04/16/25	333.69
	050925.8833	WELL #8 03/18-04/16/25	1,653.44
TOTAL FOR: CONSUMERS ENERGY			1,987.13

FORD	FORD MOTOR CREDIT COMPANY, LLC		
	1780504	2023 DPW DUMP TRUCK	31,357.13
TOTAL FOR: FORD MOTOR CREDIT COMPANY, LLC			31,357.13

<b>TOTAL - ALL EFT/ACH TRANSACTIONS</b>	<b>34,330.42</b>
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<b>PAGE 3 TOTAL</b>	<b>35,586.83</b>
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**CHECKS IN BETWEEN**

CHECKS IN BETWEEN

04/29/25	5th DISTRICT COURT - BOND	300.00
04/29/25	TAPPER FORD - NEW POLICE VEHICLE	51,982.00
04/29/25	WALT DEVISSER - MARCH 2025 MECHANICAL PERMITS	202.50
TOTAL FOR: CHECKS IN BETWEEN		52,484.50

**TOTAL - ALL CHECKS IN BETWEEN 52,484.50****PAYROLL**

PAYROLL	PAYROLL	
04/25/25	04/06-04/19/25 INCLUDING BHC	44,433.37
04/29/25	APRIL 2025 COUNCIL MEETING PAY	1,022.66
TOTAL FOR: PAYROLL		45,456.03

**TOTAL - ALL PAYROLL 45,456.03****TOTAL - ALL CATEGORIES 303,938.94**





**BANGOR, MI**  
**TRAIN CITY USA**  
GATEWAY TO THE LAKE

## **CITY COUNCIL**

## **AGENDA FACT SHEET**

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Shelly Umbanhowar, Clerk

**CC:** Stephenie Cagle, Treasurer

**Subject:** Agenda Item 8a

**Date:** 04/30/25

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### **Council Information:**

Abonmarche, the City's Engineer of Record will be present to update the council regarding ongoing items.



**BANGOR, MI**  
TRAIN CITY USA  
GATEWAY TO THE LAKE

**CITY COUNCIL**  
**AGENDA FACT SHEET**

**To:** Mayor Farmer, Pro Tem Martinez-Serratos, Councilmember Rivers, McCrumb, Garcia, Muenzer and Uplinger

**CC:** Justin Weber, City Manager

**From:** Stephenie Cagle, Treasurer

**CC:** Shelly Umbanhowar, Clerk

**Subject:** Agenda Item 9 a.

**Date:** 04/30/25

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**Council Information:**

Reminder: The City Council 3<sup>rd</sup> and final Budget Workshop for the 2025/2026 Budget is on Monday, May 12, 2025 at 3PM at City Hall/Council Room.

**Council Action:**

Please bring your 2025/2026 Budget document that we have been working with. If you need a new one please let the Treasurer know before the meeting.

If you have any budget questions or need clarification, let the Treasurer know before the meeting.



**BANGOR, MI**  
TRAIN CITY USA  
GATEWAY TO THE LAKE

# CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

Telephone: 269.427.5831 / Email: [clerk@cityofbangormi.gov](mailto:clerk@cityofbangormi.gov) / Website: [www.cityofbangormi.org](http://www.cityofbangormi.org)

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

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To: City Council  
From: Manager Weber  
Date: 4/30/2025  
Subject: Bangor Transfer Station Update

The Bangor Transfer Station will be opening on the last Friday of the month beginning in May. The transfer station will be open from 11am-3pm. An informational brochure has been created and placed in envelopes with outgoing utility bills. Brochures are available at City Hall. Additionally, postings on our social media and website have been made.

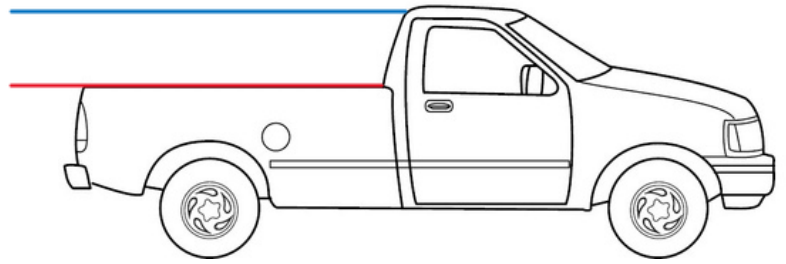
Respectfully,

*Justin Weber*

City Manager  
City of Bangor

# CITY OF BANGOR

## TRANSFER STATION



*NEW SERVICE BEGINING MAY 2025*  
A Transfer Station open to City of Bangor Residents only.

**Where:** 610 David Walton Dr.

**When:** Open the last Friday of every Month from 11am to 3pm.

### Full Size Pick Up

Level to Rails \$62.50 (2.5cu yds)

Level to Top of Cab \$100 (4cu yds)

### How it Works:

- ✓ Obtain a permit at City Hall
- ✓ Take your items to the Transfer Station
- ✓ Give your permit to the attendant.
- ✓ Leave your items in the dumpster you're directed to.

### Pricing:

- Cubic Yard of Waste . . . . . \$25
- Furniture & Mattress . . . . . \$25 Each
- White Goods: Refrigerators, stoves, washers, dryers, water heaters, etc. . . \$30 Each

(Only refrigerators that freon is out and tagged will be accepted).

### Not Acceptable Items

**Aerosol Cans**  
**Light Bulbs**  
**Tires**  
**Varnishes**

**Batteries**  
**Regulated Medical Waste**  
**Motor Oil / Motor Oil Containers**  
**Yard Waste**

**Hazardous Liquids or Materials**  
**Solvents**  
**Paint or Paint Cans**  
**Freon**



**BANGOR, MI**  
TRAIN CITY USA  
GATEWAY TO THE LAKE

# CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013

Telephone: 269.427.5831 / Email: [clerk@cityofbangormi.gov](mailto:clerk@cityofbangormi.gov) Website: [www.cityofbangormi.org](http://www.cityofbangormi.org)

City Manager Justin Weber

Treasurer Stephenie Cagle

Clerk Shelly Umbanhowar

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To: City Council  
From: Manager Weber  
Date: 4/30/2025  
Subject: New Police Vehicle Update

Tapper Ford was able to provide a 2025 Ford Explorer Police Interceptor. On 4/29/2025, I was able to pick up the new patrol vehicle from Tapper Ford. I will be contacting our preferred police vehicle outfitter for vehicle equipment. I will also be scheduling a date for the police decals to be applied to the vehicle. We anticipate the police vehicle being completed and in service early this summer.

Respectfully,

*Justin Weber*

City Manager  
City of Bangor

# Tapper Ford, LLC

816 S Kalamazoo PO box 34 - PAW PAW, MI 49079-0034  
Phone: 269-657-3134

Purchase Date: 04/28/25  
Salesperson: Josh Wright

## Cash Disclosure

Phone: 269-657-3134  
Fax: 269-657-6415

**Buyer:**

CITY OF BANGOR  
257 W Monroe St  
Bangor, MI 49013  
Work: 269-427-5831

**Co-Buyer:****Purchased Vehicle**

<u>Stock #</u>	<u>Vehicle</u>	<u>Color</u>	<u>Miles</u>	<u>VIN</u>
F6321	2025 Ford Police Interceptor Utility	BLACK	11	[REDACTED]

**Purchases & Fees**

<u>Selling Price</u>	<u>Selling Price</u>	\$51,967.00
<u>Fees</u>	<u>Certificate of Title</u>	\$15.00
<u>Taxes</u>	<u>Tax 1</u>	\$0.00
	<b>Total Cash Price</b>	<b>\$51,982.00</b>

**Monies Received**

<u>Trades</u>	<u>Total Trade Allowance</u>	\$0.00
	<u>Total Trade Payoff</u>	\$0.00
	<u>Total Trade Net</u>	\$0.00
<u>Down Payment</u>	<u>Cash Deposit</u>	\$0.00
	<u>Cash Down Payment</u>	\$0.00
	<u>Deferred Cash</u>	\$0.00
	<u>Total Credits</u>	\$0.00
	<u>Total Cash Price</u>	\$51,982.00
	<u>Total Credits (-)</u>	\$0.00
	<u>Balance Due</u>	<b>\$51,982.00</b>

Signature: [REDACTED]

RECEIPT

TAPPER FORD, LLC  
P.O BOX 34  
PAW PAW, MI 49079

13883

DATE 4-29-25

RECEIVED FROM City of Bingham \$ 51982 DOLLARS

FOR Fl6321

AMOUNT OF ACCOUNT		
THIS PAYMENT		
BALANCE DUE		

CASH  
 CHECK 42196  
 CREDIT CARD BY  
 MONEY ORDER



THANK YOU

# Memo

**To:** Mayor Farmer  
City Manager Weber  
Mayor Pro-Tem Martinez – Serratos  
Councilmember Uplinger  
Councilmember McCrumb  
Councilmember Rivers  
Councilmember Muenzer  
Councilmember Garcia

**From:** Stephenie Cagle, Treasurer

**cc:** N/A

**Date:** 4/29/2025

**Re:** City Council Meeting 5/5/25

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## Purpose

This memo requests City Council approval of a Cash Handling Policy.

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## Policy Highlights

- Establish uniform procedures for collecting, recording, depositing, and reconciling cash.
  - Ensure compliance with internal control standards and audit requirements.
  - Protect city employees by providing clear expectations and reducing opportunities for misconduct allegations.
  - Increase public confidence in the City's financial stewardship.
  - Include annual cash handling training for all relevant staff to reinforce best practices and maintain consistent compliance.
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## Recommendation

Adopting a Cash Handling Policy is a necessary step toward strengthening internal controls and promoting financial accountability.

**CITY OF BANGOR**  
**VAN BUREN COUNTY, MICHIGAN**  
**POLICY 2025-05**  
**CASH HANDLING POLICY**

<b>Policy Number:</b> 2025-05	<b>Revision Date(s):</b>
<b>Date Adopted:</b>	
<b>Department:</b> Treasury	

**SECTION 1 PURPOSE**

This policy ensures consistent and secure handling of all cash, checks, and electronic payments received by the City of Bangor. It provides internal controls suitable for a small municipal office, safeguarding public funds and maintaining transparency, accountability, and compliance with state and local regulations.

**SECTION 2 SCOPE**

This policy applies to all City of Bangor employees responsible for receiving, processing, depositing, or reconciling municipal revenues, including taxes, utilities, permits, fees, and fines. It is specifically designed for an office with four or fewer staff members.

**SECTION 3 KEY PRINCIPLES**

- **Efficiency with Oversight:** Adapted processes that fit a small staff but maintain accountability.
- **Transparency:** Every transaction is documented.
- **Security:** Cash is safeguarded at every stage.
- **Compliance:** Aligned with Michigan Municipal Finance Act and other applicable laws.

**SECTION 4 ROLES AND RESPONSIBILITIES**

Due to limited staffing, some duties may overlap, but functional separation will be practiced where feasible:

<b>Role</b>	<b>Responsibilities</b>
Clerk/Treasurer	Supervises overall cash handling, reconciliations, and reporting.
Deputy Clerk/Office Assistant	Receives payments, issues receipts, and prepares deposits.
Mayor or City Manager	Oversight, final approval of reconciliations, and handling incidents.
Alternate Staff (rotating)	Verifies deposits or reconciliations to support segregation of duties.

## **SECTION 5 RECEIVING PAYMENTS**

- All payments (cash, check, and card) are recorded immediately in a receipt log or point-of-sale system.
- A pre-numbered or system-generated receipt is issued for every transaction.
- Checks are endorsed with a “For Deposit Only – City of Bangor” stamp upon receipt.
- Receipts must include payer name, amount, and purpose of payment.

## **SECTION 6 MAIL PAYMENTS**

- Mail is opened by two staff members when possible; if not, the process should be recorded (log or video).
- Each payment is logged immediately upon opening.

## **SECTION 7 CASH STORAGE AND SECURITY**

- During business hours, cash is stored in a locked cash drawer or register.
- After hours, all funds are locked in a secure safe with limited access.
- Safe access is restricted to no more than two authorized staff members.
- The safe combination is updated whenever personnel with access leave their position.

## **SECTION 8 DEPOSITS**

- Deposits of \$200 or more must be made by the next business day.
- Deposits under \$200 must be made at least once every three business days.
- The deposit is prepared by one staff member and verified by a second (alternating staff weekly).
- A copy of the deposit slip is retained for reconciliation.

## **SECTION 9 RECONCILIATION**

- Daily: The person not involved in the initial transaction reviews the receipt log and verifies amounts.
- Monthly: The Clerk/Treasurer reconciles bank statements and prepares a summary for City Council.
- Discrepancies must be documented and reported to the Mayor or City Manager immediately.

## **SECTION 10 PETTY CASH FUND**

- The petty cash fund shall not exceed \$100.
- Only one custodian is assigned to manage petty cash.
- All expenditures must be logged with supporting receipts and purpose.
- Petty cash is reconciled monthly and reviewed by the Treasurer.

## SECTION 11 TRAINING AND DOCUMENTATION

- All employees involved in handling payments must receive annual training.
- New staff must be trained before engaging in any cash-related duties.
- Documentation and policy updates are stored in a shared municipal directory.

## SECTION 12 INCIDENT REPORTING

- Any loss, theft, or suspicious activity must be reported immediately to the Mayor or City Manager.
- A written report is filed and kept on record.
- If necessary, the City Attorney or local law enforcement may be involved.

## SECTION 13 CASH OVER/SHORT POLICY

### A. Definition

- A **cash over/short** occurs when there is a difference between the amount of money received and the amount recorded on receipts or the system.
  - **Overage:** When actual cash exceeds recorded receipts.
  - **Shortage:** When actual cash is less than recorded receipts.

### B. Recording Over/Short

- All overages or shortages must be recorded in the daily reconciliation log.
- A note should be made indicating the suspected reason for the discrepancy (e.g., miscount, incorrect change, system error).
- If the amount is over or short by **\$5 or more**, the discrepancy must be reviewed and signed off by the Clerk/Treasurer or City Manager.
- Consistent over/short issues (even under \$5) must be tracked to identify patterns or training needs.

### C. Resolution Process

1. **Minor Discrepancy (< \$5)**
  - Documented and monitored. No formal investigation unless it becomes habitual.
2. **Moderate Discrepancy (\$5–\$50)**
  - Requires written explanation by the responsible employee.
  - Reviewed by the Treasurer and signed off by the Mayor or City Manager.
  - May trigger retraining or closer supervision.
3. **Major Discrepancy (> \$50)**
  - Requires immediate notification of the City Manager or Mayor.
  - Formal written report required.
  - May trigger an internal review or audit.
  - Potentially escalated to law enforcement or the City Attorney if fraud is suspected.

## **D. Consequences for Non-Compliance**

- **First-time minor errors** may result in retraining or a written reminder.
- **Repeated discrepancies** (even if small) may lead to:
  - Formal reprimand
  - Temporary reassignment of duties
  - Loss of cash-handling responsibilities
- **Intentional mishandling**, falsification, or theft will result in:
  - Immediate disciplinary action
  - Possible termination
  - Referral to law enforcement for prosecution
  - Reimbursement of lost funds

## **SECTION 13 POLICY REVIEW**

This policy shall be reviewed annually by the Clerk/Treasurer and approved by the City Council.

## **SECTION 14 ACKNOWLEDGEMENT**

All staff members must sign a written acknowledgment indicating they have read and agree to abide by this policy, including the Cash Over/Short provisions.